



Interest and Surcharge  
on Arrears of Maintenance

**Computer Programme for Calculation  
of Interest and Surcharge on Arrears of  
Maintenance**

**Installation Guide for Off-line Version**

**Website: <http://www.hab.gov.hk/maintenance>**



**Home Affairs Bureau**

The Government of the Hong Kong Special Administrative Region

# Contents

1. System Requirements for Installing the Off-line Version of the Computer Programme.....	3
2. Installing the Off-line Programme .....	4
2.1 Starting to install the Programme from CD-ROM .....	5
2.2 Downloading the Setup file from the Website .....	6
2.3 Installing the Programme .....	8
3. Installing the Judgment Rate file .....	13
3.1 Installing the Judgment Rate file from CD-ROM.....	14
3.2 Downloading and Installing the Judgment Rate file from the Website .....	16
4. Programme Startup .....	18
5. Regularly Updating the Judgment Rate file and the Programme .....	22
6. Uninstalling the Off-line Programme .....	23

# 1. System Requirements for Installing the Off-line Version of the Computer Programme

## *A. Hardware*

**Minimum Requirements:** Pentium 233MHz or above  
64MB RAM  
40MB Free hard disk space

**Recommended Requirements:** Pentium III 500MHz or above  
256MB RAM  
40MB Free hard disk space

## *B. Software*

- PC running on Windows 98SE, Windows ME, Windows 2000 or Windows XP
- Minimum screen resolution should be set at 1024 x 768 pixels

Please follow the instructions in sections 2 and 3, and install the programme and the Judgment Rate file respectively.

## **2. Installing the Off-line Programme**

You can install the off-line programme for calculation of interest and surcharge on arrears of maintenance in two different ways. You can install the programme from this installation CD-ROM or download the programme setup file from the thematic website on interest and surcharge on arrears of maintenance (<http://www.hab.gov.hk/maintenance>) to your hard disk and install the programme.

## 2.1 Starting to install the Programme from CD-ROM

1. Place the CD-ROM in the CD-ROM Drive.
2. The Programme Menu will appear on the screen (*Figure 1*). Click the '**Install Programme**' button to proceed to the installation screen.

Please read section 2.3 for further instructions.



Figure 1

## 2.2 Downloading the Setup file from the Website

1. Visit the thematic website on Interest and Surcharge on Arrears of Maintenance (<http://www.hab.gov.hk/maintenance>).
2. Click “Computer Programme to Calculate Interest and Surcharge (Downloadable Version)”.
3. Click the appropriate link (*Figure 2*) to download the programme setup file to your desktop.
4. Execute the programme setup file by double-clicking the icon 'setup.exe' on your desktop (*Figure 3*).

Please read section 2.3 for further instructions.

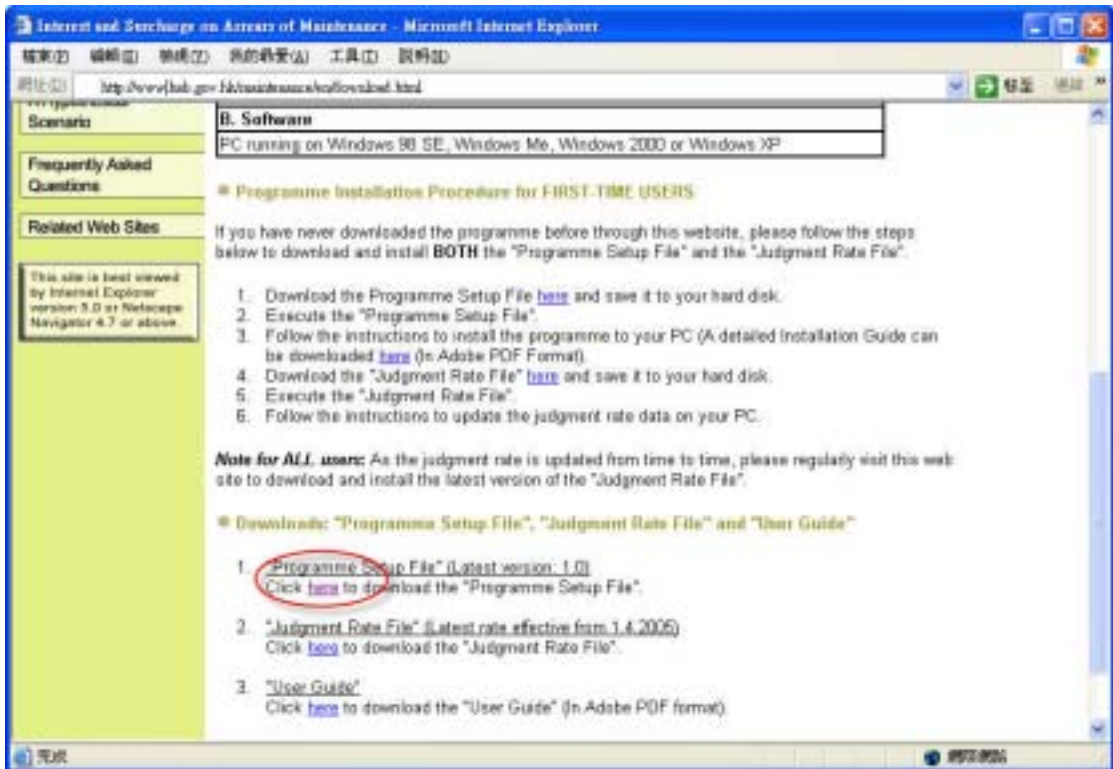


Figure 2



Figure 3

## 2.3 *Installing the Programme*

To proceed with the programme installation, click the 'Next' button in the 'Welcome to the InstallShield Wizard for ISAMO' screen (*Figure 4*).

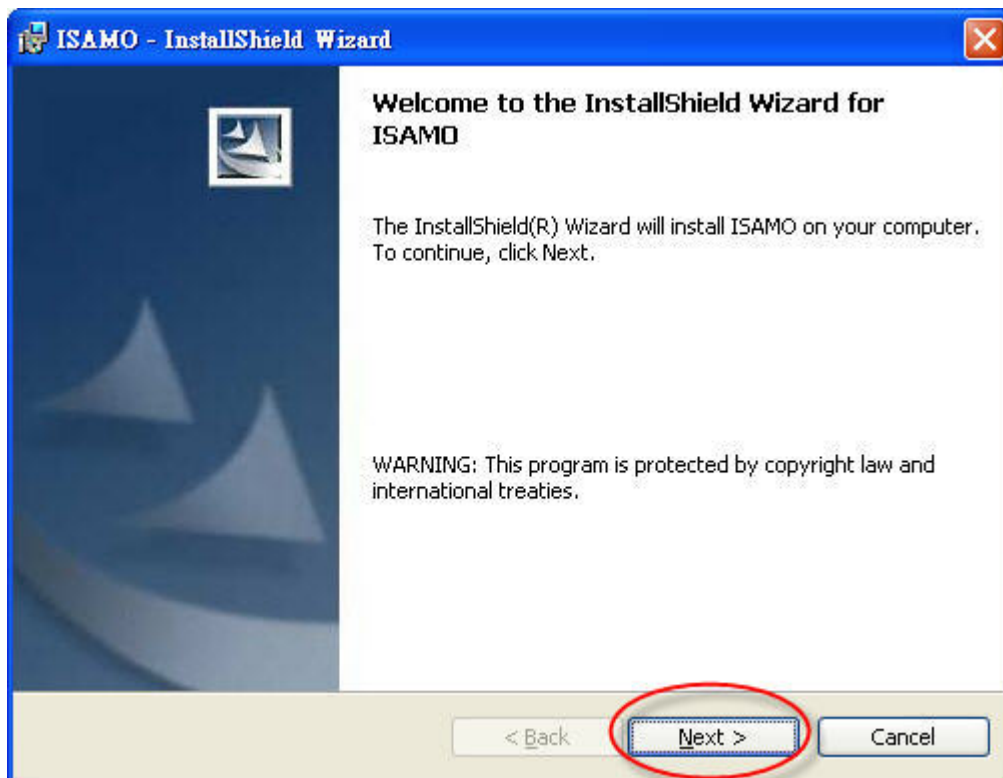


Figure 4

Enter the 'User Name' and 'Organization' information (Figure 5).

(Notes to **Windows 2000** and **Windows XP users ONLY**):

- If you want to allow all users of the computer to access the programme, select '**Anyone who uses this computer (all users)**'. Otherwise, select '**Only for me (User)**' (Figure 5).
- Click the '**Next**' button to continue (Figure 5).

ISAMO - InstallShield Wizard

**Customer Information**

Please enter your information.

User Name:  
User

Organization:  
User

Install this application for:

Anyone who uses this computer (all users)

Only for me (user )

InstallShield

< Back   Next >   Cancel

Figure 5

By default, the programme will be installed under the 'C:\Program Files\ISAMO\' directory (*Figure 6*). To proceed, click the 'Next' button. If you want to select another directory, click the 'Change' button and select the directory of your choice. Then, click the 'Next' button to continue.

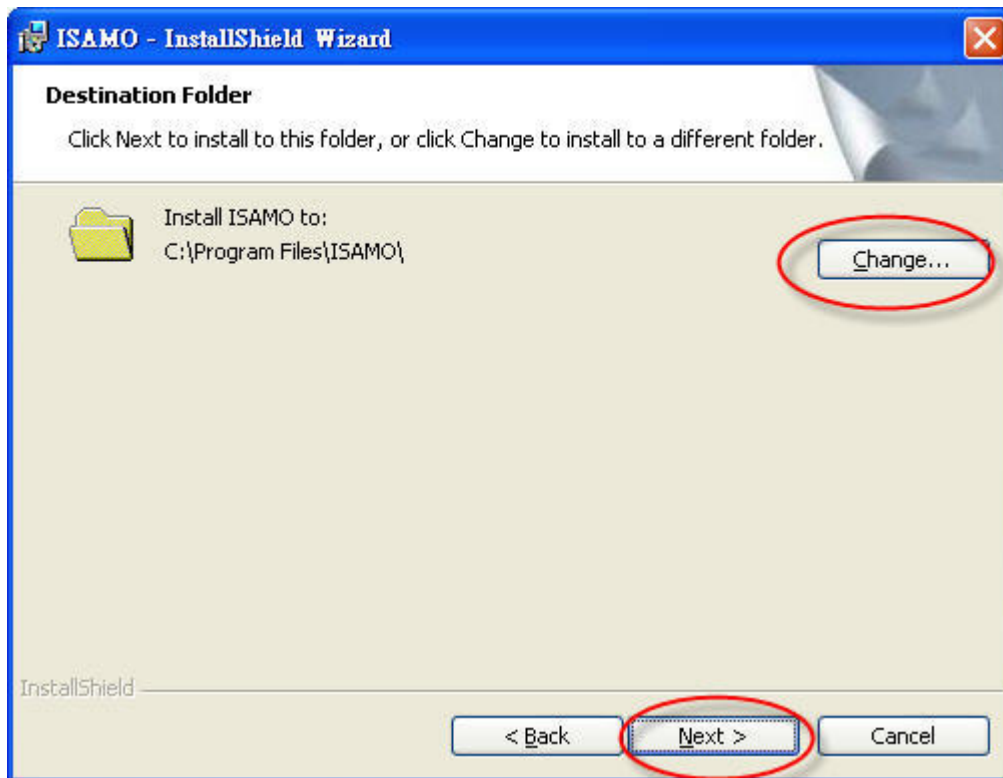


Figure 6

Click the **'Install'** button to start the installation process (Figures 7 & 8).

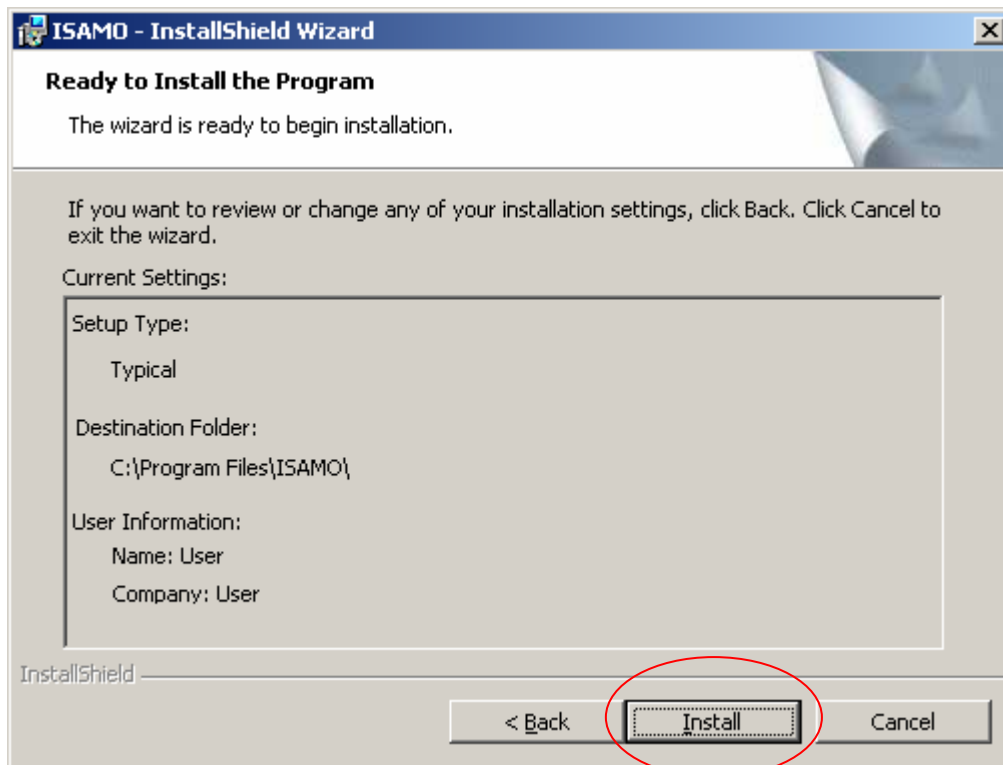


Figure 7

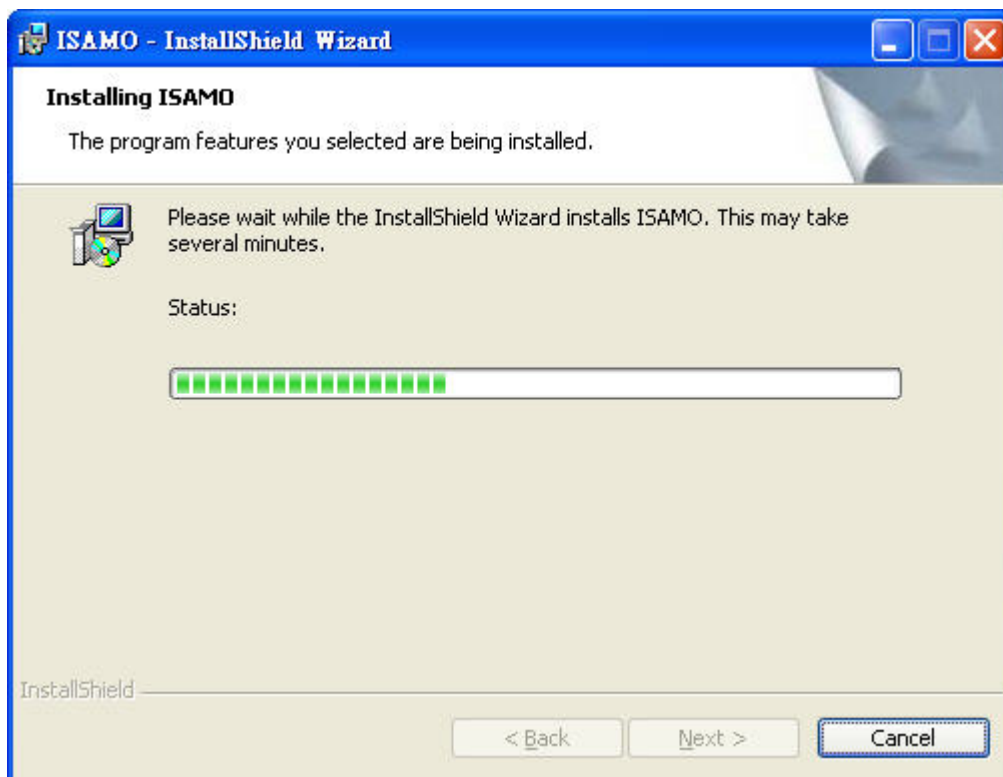


Figure 8

Once the installation is completed, click the '**Finish**' button to exit the installation programme (Figure 9).

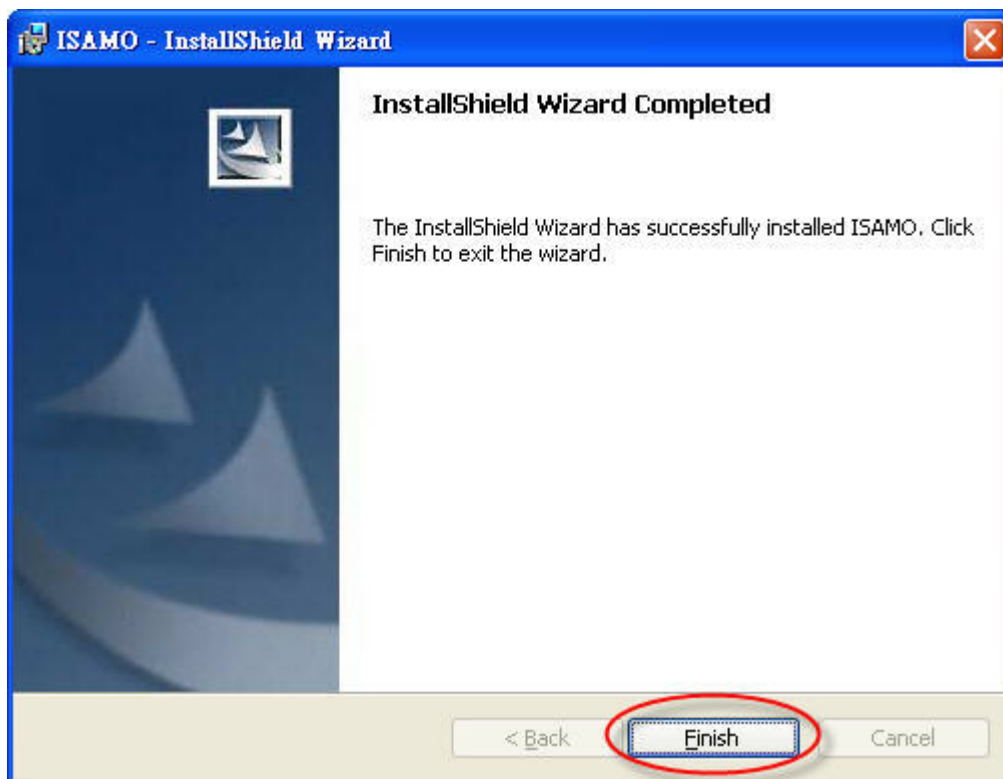


Figure 9

The off-line programme is now installed in your hard disk.

### **3. Installing the Judgment Rate file**

Before you run the off-line programme, you will need to install the Judgment Rate file. As in the programme installation, you can either install the Judgment Rate file from the CD-ROM or download the latest judgment rate file from the website (<http://www.hab.gov.hk/maintenance>) and install the latest Judgment Rate file.

### 3.1 *Installing the Judgment Rate file from CD-ROM*

1. Click the '**Judgment Rate**' button in the Programme Menu (*Figure 10*).

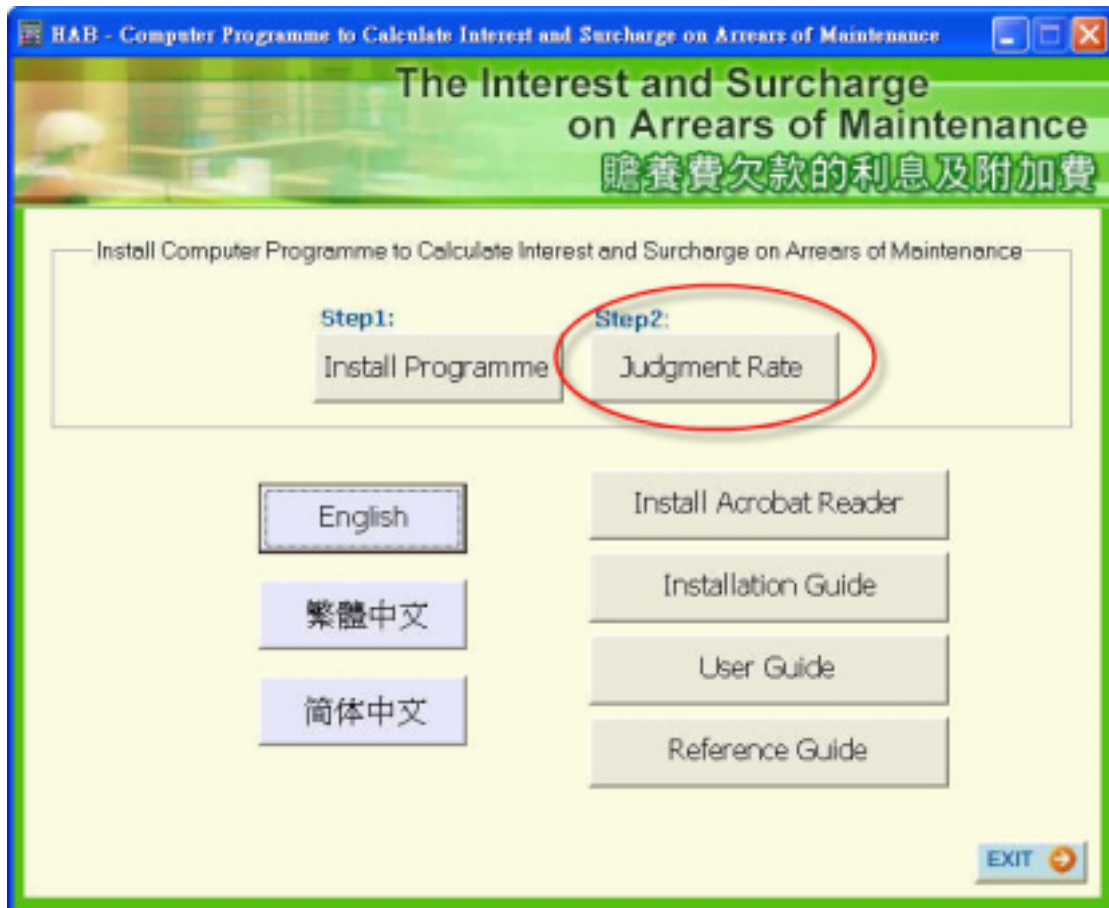


Figure 10

2. Click the '**Setup**' button to install the Judgment Rate file (*Figure 11*).



Figure 11

3. Click the '**OK**' button to confirm and exit the installation process (*Figure 12*).

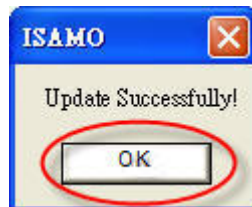


Figure 12

### 3.2 Downloading and Installing the Judgment Rate file from the Website

1. Visit the off-line programme download page on the thematic website (<http://www.hab.gov.hk/maintenance>) (Figure 13).
2. Click the appropriate link to download the latest Judgment Rate setup file and save it to your desktop (Figure 13).



Figure 13

3. Double-click the '**judgment.exe**' file on your desktop (*Figure 14*).

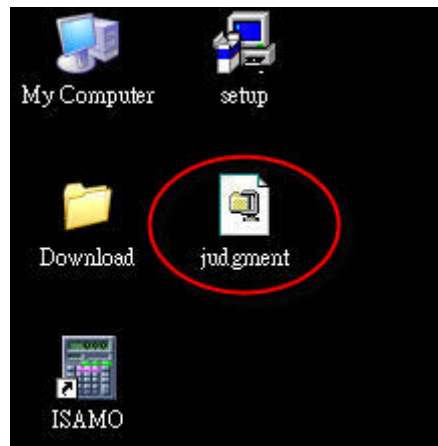


Figure 14

4. Click the '**Setup**' button to install the Judgment Rate file to the off-line programme (*Figure 15*).



Figure 15

5. Click the '**OK**' button to confirm and exit the installation process (*Figure 16*).



Figure 16

## 4. Programme Startup

After successful installation of the Judgment Rate file, you can start to run the off-line programme. To start the off-line programme, select **“Start”** → **“Programs”** → **“ISAMO”** (Figure 17).

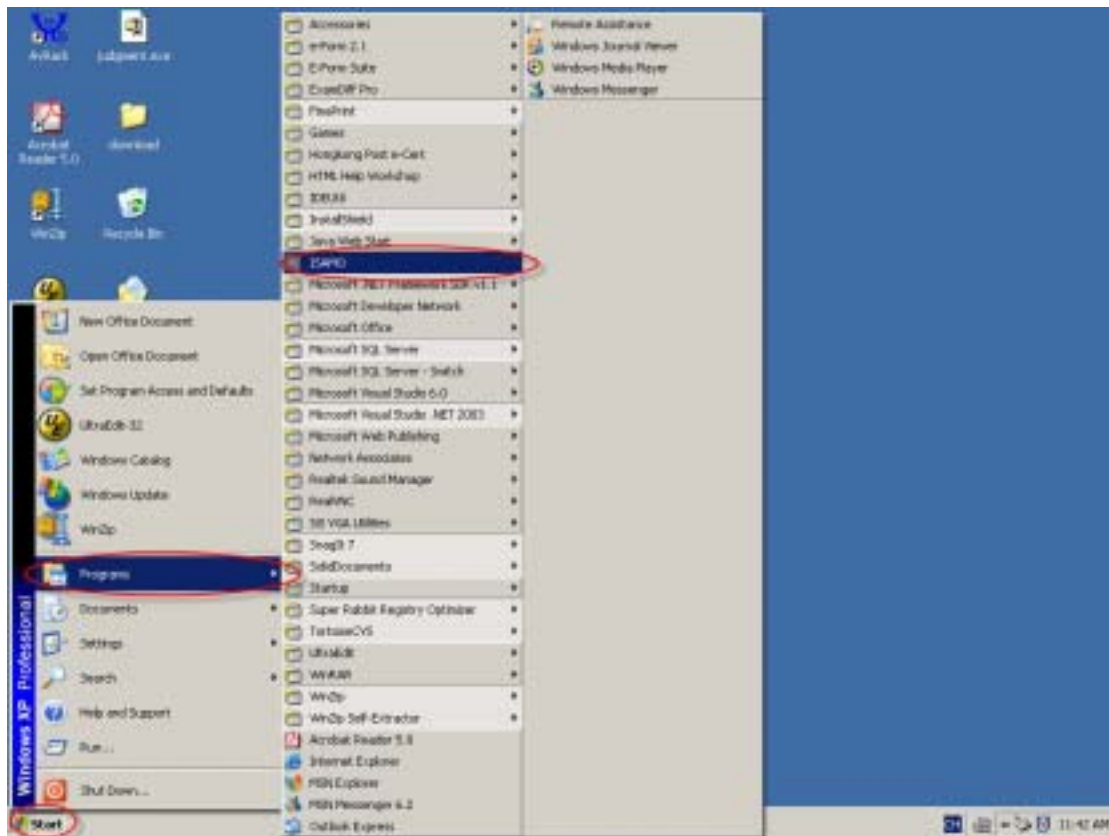


Figure 17

Alternatively, you can double-click the 'ISAMO' shortcut icon on your desktop to start the programme (*Figure 18*).



Figure 18

You will first see the IMPORTANT NOTICE screen. Please read the important notice carefully. If you agree with contents of the important notice, click the **'Yes, I have read the important notice above'** button to proceed (*Figure 19*).

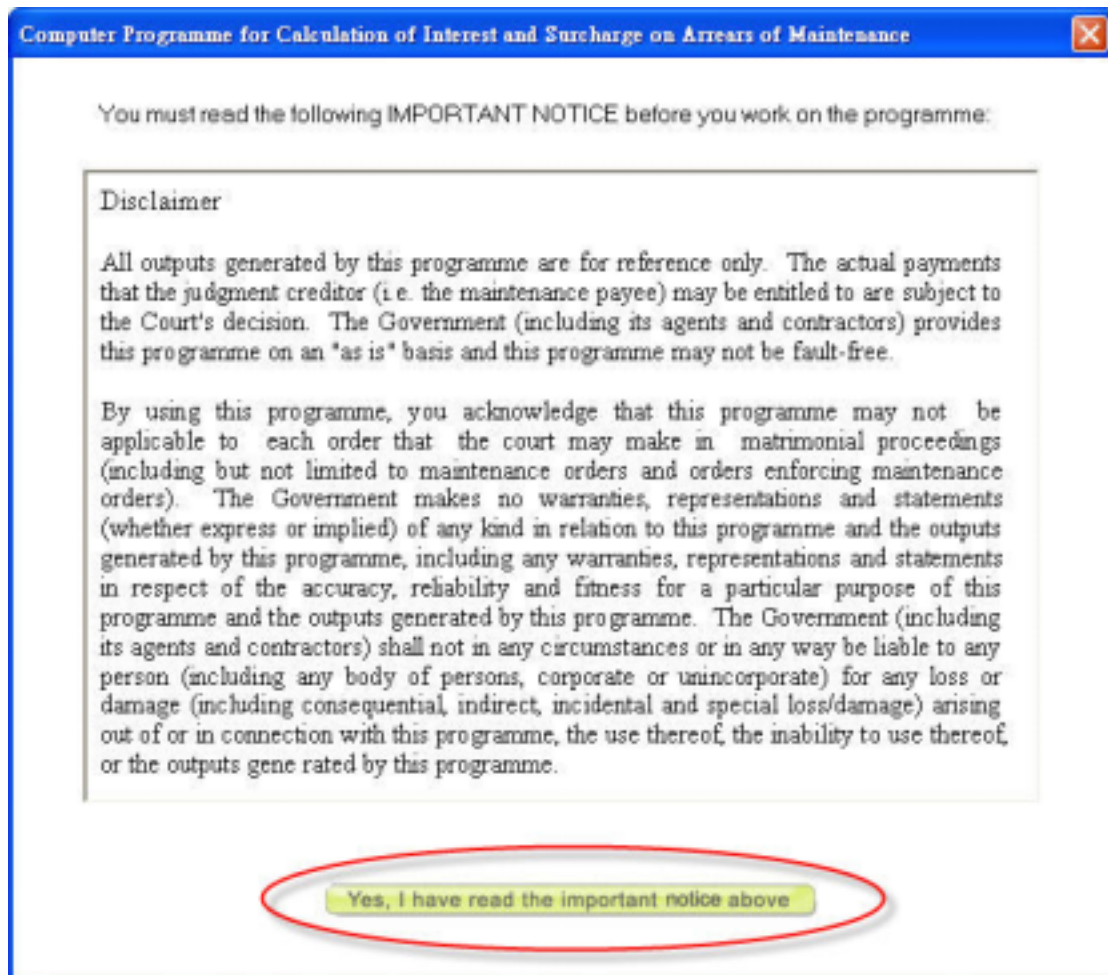


Figure 19

You will then see a screen showing the instructions for calculation. Please read the instructions carefully. Once you are done, click the 'OK' button to start the calculation process (*Figure 20*).

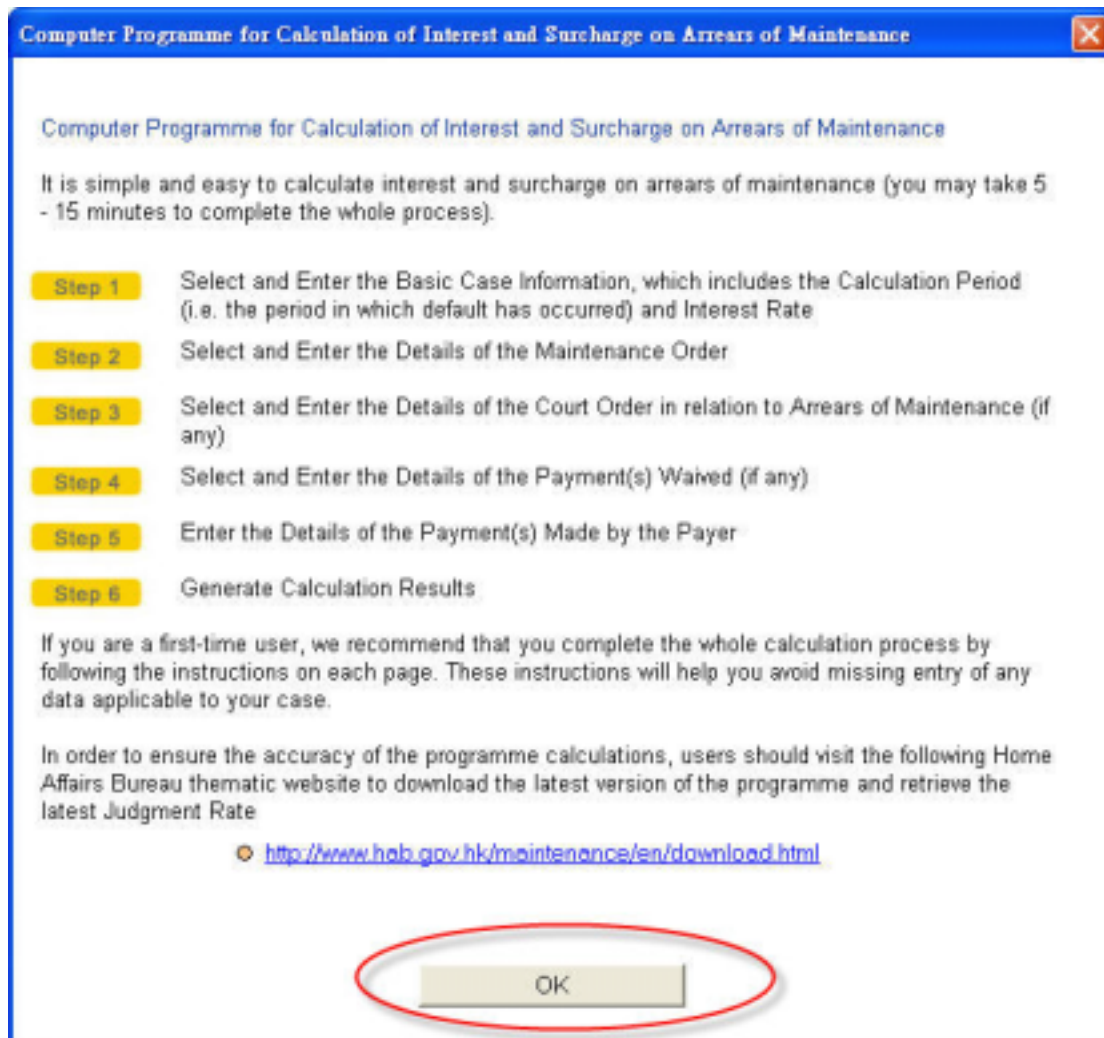


Figure 20

## **5. Regularly Updating the Judgment Rate file and the Programme**

The latest judgment rate in the Judgment Rate file in this CD-ROM is effective from 1 April 2005. As the judgment rate is updated from time to time, please regularly visit HAB's thematic website on Interest and Surcharge on Arrears of Maintenance: <http://www.hab.gov.hk/maintenance> to download and install the latest version of the Judgment Rate file.

Please also regularly visit the above-mentioned thematic website to download and install the latest version of the off-line programme.

## **6. Uninstalling the Off-line Programme**

In the event that there is already an off-line programme installed in your computer, you should follow the instructions below to un-install the programme if you wish to –

- (I) download the latest version of the off-line programme from the thematic website; or
- (II) install the off-line programme in other languages.

You may then follow the steps in section 2 above to re-install the programme.

To uninstall off-line programme, go to the Control Panel by selecting **“Start”** → **“Settings”** → **“Control Panel”** (Figure 21).

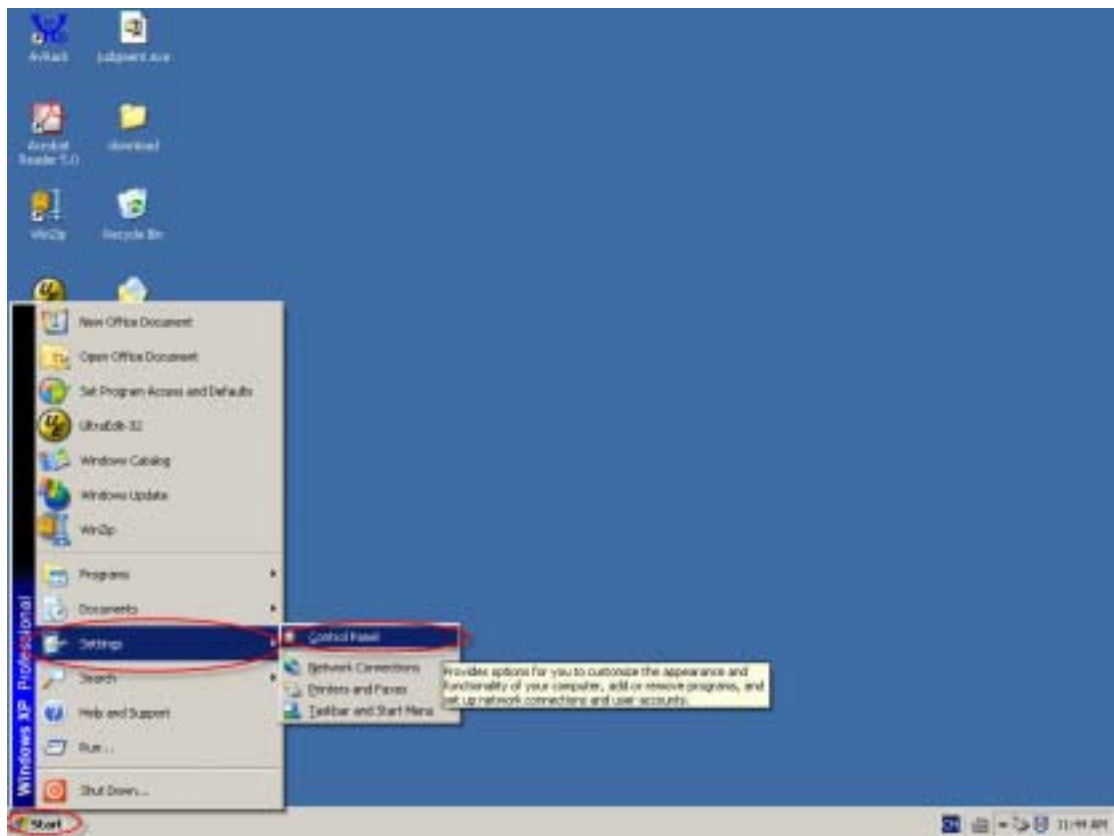


Figure 21

Double-click the **'Add/Remove Programmes'** icon (*Figure 22*).

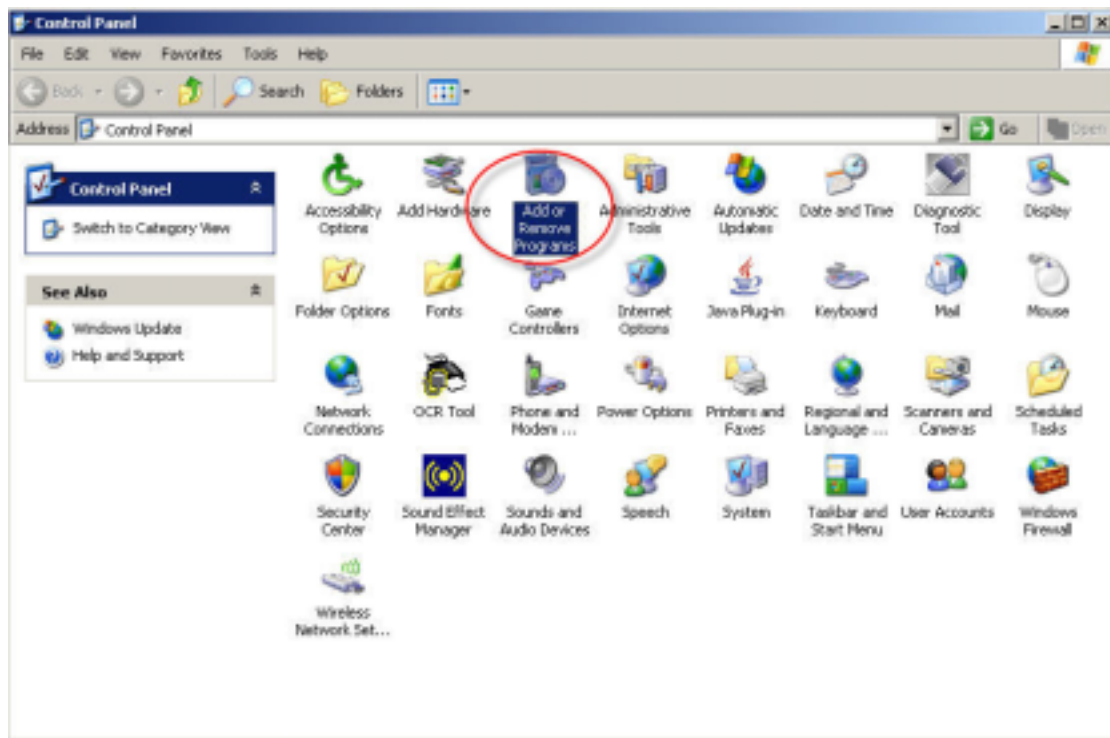


Figure 22

Select **'ISAMO'** and click the **'Remove'** button (*Figure 23*).

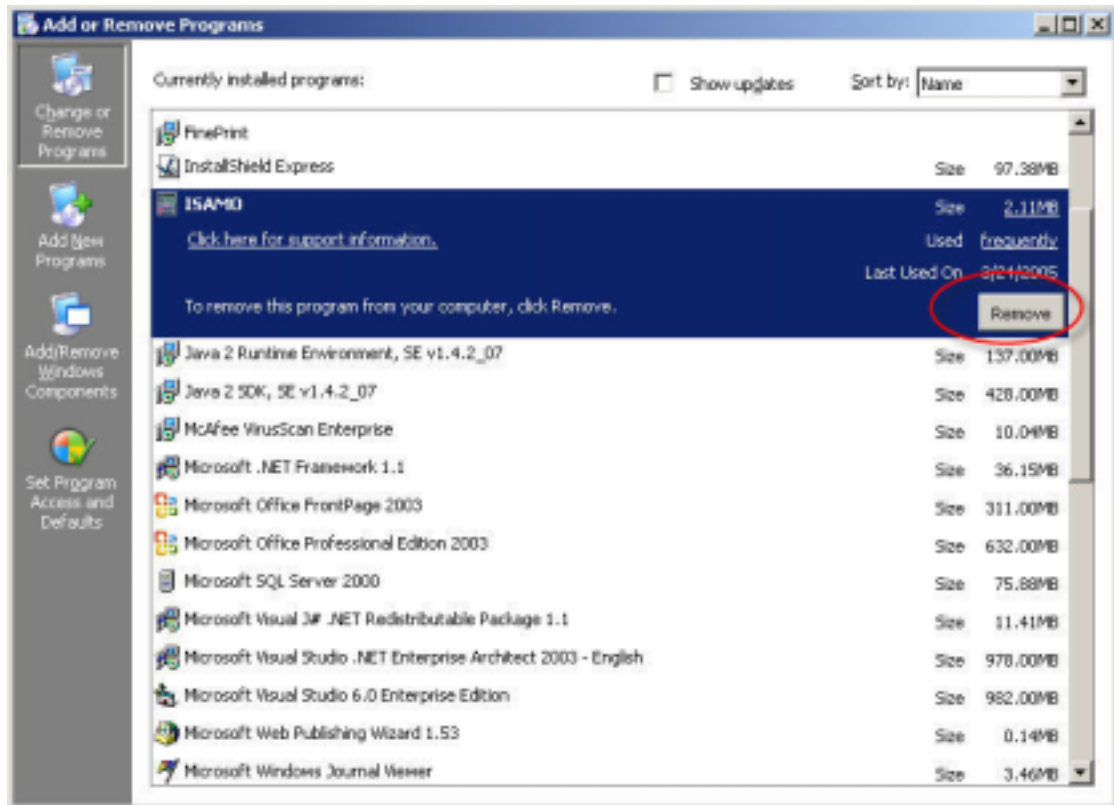


Figure 23

Click **'Yes'** to proceed with the removal process (*Figure 24*).



Figure 24

## End of Installation Guide